



Job Opportunity

State Controller's Office

Position: Student Assistant - Local Government Policies Section | Statewide

Location: Division of Accounting and Reporting
3301 C Street, Suite 500, Sacramento, CA 98516

Issue Date: 06/07/07

Final Filing Date: Until Filled

Contact/Telephone:
Sylvia Brown, 916-445-7684

Who May Apply: Students who are currently enrolled in a minimum of six units of college courses and majoring in Accounting or Business

California Relay Service: 1-800-735-2929

Position Number(s): 051-420-4870-950

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under direct supervision of section management, and in a learner capacity, the appointee will assist in the performance of the technical duties required for publication of various local government financial transaction reports per California law. This will include learning to use the local government electronic system to input data.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Assist in performing computations, correcting errors, and reviews of financial transaction reports submitted by local governments.
- Utilizing a personal computer, input financial data submitted by local government agencies.
- Assist in the compilation of local government publications.
- Respond to requests for forms/publications.
- Maintain hardcopy and electronic records for financial transaction reports and related audits.
- Copy and file documents.

Desirable Qualifications

- Knowledge and experience working with a personal computer and Microsoft Office Suite (including OUTLOOK, Word, Excel, and Access).
- A computer science background.
- Completion of Governmental Accounting.
- Completion of Accountancy 1 and 2.
- Ability to use good judgment and tact when dealing with the public and SCO employees.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Accounting and Reporting
3301 C Street, Suite 500, Room 501
Sacramento, CA 98516

Attn: Sylvia Brown (Please use the latest state job application form found at www.spb.ca.gov)